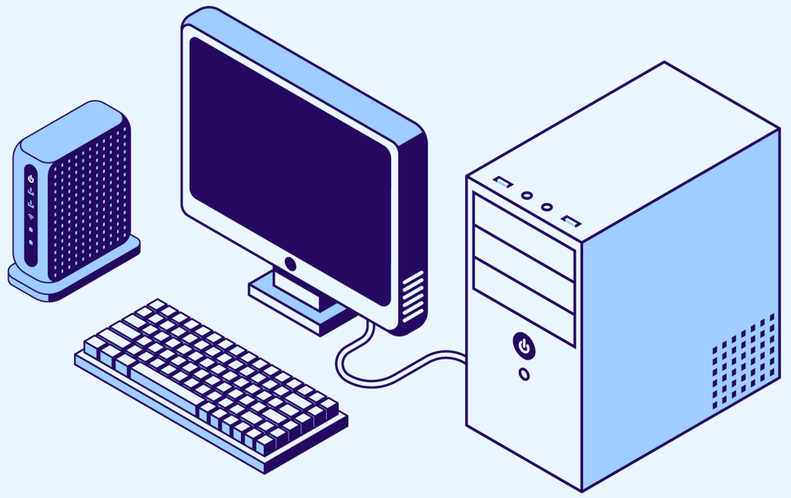
PREPARE FOR DIGITAL PRESERVATION: DIGITAL COLLECTION DEVELOPMENT, OUTREACH & PROGRAMMING

Digital Preservation Training Webinar #4

May 5, 2026 | 12:00PM (PT)



CALIFORNIA REVEALED

GROUNDWORK GRANTS

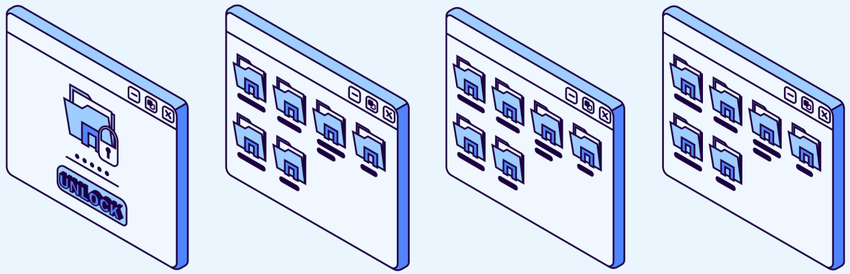
California Cultural Heritage Disaster Preparedness Project

THANK YOU RECOLLECTION WISCONSIN

This series is based on curriculum developed by Recollection Wisconsin, who partnered with UW-Madison and UW-Milwaukee to provide library school students with practical experience in digital stewardship and increase the capacity of small libraries and cultural heritage organizations to curate their digital collections.

Curating Community Digital Collections (CCDC) program and curriculum materials are licensed under CC BY-NC 4.0.
Recollection Wisconsin welcomes the use of these materials to develop your own digital preservation program.

SERIES AGENDA



1 **Tuesday March 31**
Digital Preservation Models & Policy

2 **Tuesday April 14**
Prepare for Digital Preservation: Identifying, Assessing & Prioritizing

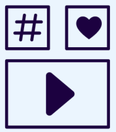
3 **Tuesday April 28**
Digital Storage & Management 101

4 **TODAY**
Digital Collection Development, Outreach & Programming

WHAT CAN WE DO?

1. Digital Preservation policy
- Document your decisions
- Plan for the future

2. Collections Inventory
- Identify what you have
- Prioritize what you need to keep



3. File/folder management scheme
- Get organized! Get the (digital) boxes off the (digital) floor

4. Research and make recommendations for 3-2-1 storage solutions
- Store more than one copy of your files
- Integrity check your data

5. Connect with communities of practice for ongoing support
- You don’t have to go it alone!

Digital Readiness Toolkit (2023) Recollection Wisconsin

Focus Areas and Levels

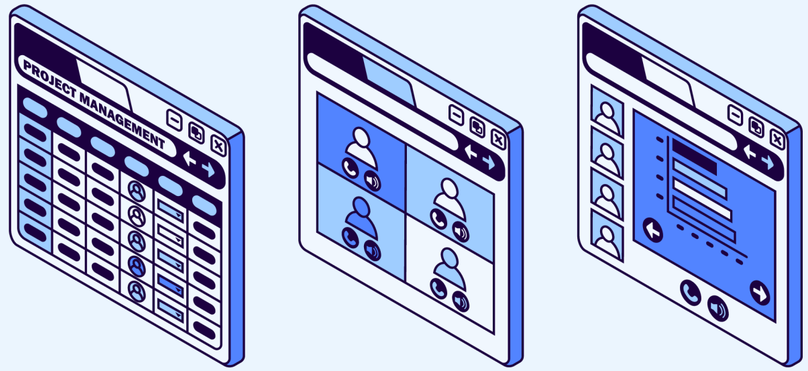
- **Planning and prioritization**: What is your project plan and how will you decide what to digitize?
- **Permissions and copyright**: How will you know if you can share these materials?
- **Digitization**: How will you undertake the actual digitization work?
- **Description**: How will you describe the digitized materials?
- **Share**: How will you share what you've digitized?
- **Storage and maintenance**: What is the long-term plan for storing digital materials?
- **Evaluation**: How will you know that what you set out to do was achieved?

WEBINAR #4 AGENDA

Here are the topics we will cover this afternoon:

12:00 PM to 1:00 PM: Presentation
1:00 PM to 1:30 PM: Questions, comments, show & tell...

- Digital Collection Development Policy
- Focus Area: Share
- Focus Area: Evaluation
- Outreach
- Programming
- Next steps



DIGITAL COLLECTION DEVELOPMENT POLICY

WHAT'S IN A DIGITAL COLLECTION POLICY?

1

Start with collection development policy

What's your organization's mission, values, goals, and/or collecting strengths? Extend your scope to include digital content.

2

Consider scope

What types of digital content do you accept, or not accept? Define subject areas, formats, geographic areas, community interests, and other factors.

3

Consider selection criteria

How will you select digital materials, or choose analog materials to digitize? What ways will files be accepted?

4

Date

When was the policy adopted?

When was the policy last reviewed or approved?

CALIFORNIA REVEALED DIGITAL COLLECTION POLICY

- Statewide and/or local historical significance that contributes to an understanding of the history of California and its diverse populations
- Risk of loss or damage due to physical condition
- Risk of loss due to format obsolescence
- Titles most requested by users

Preference is given to new partner organizations, as well as to collections that reflect communities who traditionally have been underrepresented in the historical narrative of California.

Nominations must include, when possible:

- Minimum required metadata
- Intellectual property rights in the public domain, held by the owning institution, or secured from the rights holder

In general, we exclude:

- Institutional/administrative history, unless there is statewide and/or local historical significance
- Material that duplicates or heavily overlaps with content that is already digitized, unless the source provided is a higher resolution version

FOCUS AREA 5: SHARE

Choosing a Collection Management System

From a spreadsheet to a database: questions to consider

How long has the system been around? Is it used by other organizations like yours?

Will the system support your chosen metadata standard?

Is there a trial or demo version available for you to try out?

Can you batch edit across multiple metadata records? Import/export?

What infrastructure is needed to install & run the system?

What are the costs for the system - initial and ongoing?

Additional questions to consider?

RESTRICTING USE

Does your organization have a process for limiting access to sensitive materials, personal materials, or materials with cultural restrictions?

Give special consideration before providing access to:

- Materials created by or depicting Indigenous communities
- Materials created by or depicting protected or vulnerable populations, such as minors, incarcerated individuals, or medical patients
- Materials containing protected, personal or private information (PPI) (e.g. home address, birth date, medical history)
- Materials depicting emergency response, crime scenes, or disaster relief efforts that may include images of wounded or deceased people

RESTRICTING USE

Worried that users will copy or save digital objects without permission? It's almost impossible to stop people from doing this, but there are several strategies to mitigate this concern:

- Use small-sized, lower-quality image (access copy) for public sharing.
- Upload copyrighted or copyright status unknown items as stream-only so it’s not easy to download.
- Every item has a clear copyright status and connection to the holding organization. If users want a high resolution copy for purposes beyond fair use, we connect them with the partner.
- Add clear conditions of use and a take down policy to your website.

Watermark?
Generally speaking we discourage the use of watermarks as they change the integrity of the original object, and can obscure information.

Key Definitions:
Web Accessibility

Digital accessibility is the ability of a website, mobile application or electronic document to be easily navigated and understood by a wide range of users, including those users who have visual, auditory, motor or cognitive disabilities.

Recollection Wisconsin, Digital Toolkit (2023)

Web accessibility is complex. A few core features you can implement to improve the accessibility of digitized archival materials:

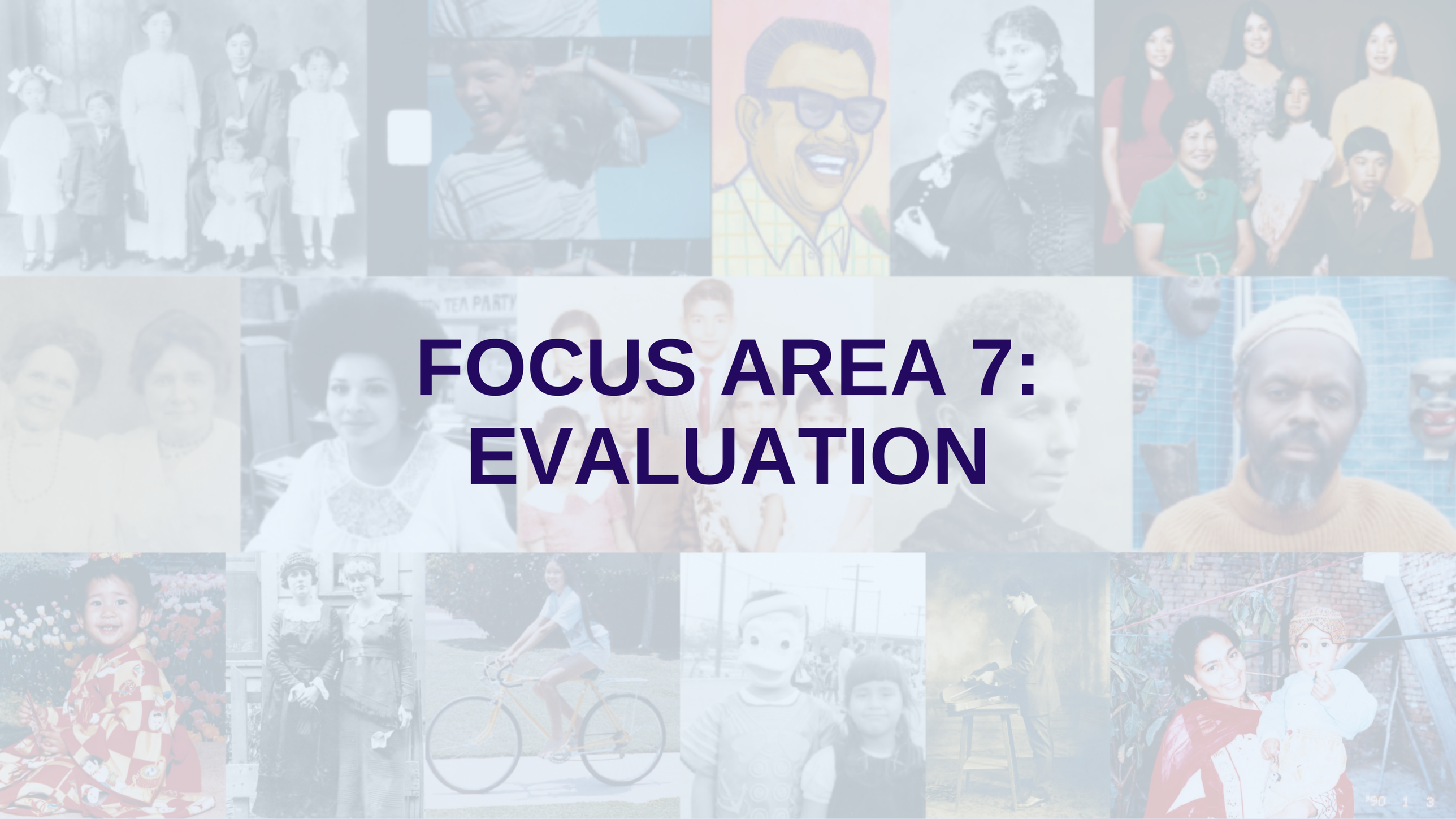
ACCESS V. ACCESSIBILITY

Text Objects
Use OCR software to generate a searchable transcript. OCR may be a feature of your CMS or scanning software, or you can use Adobe Acrobat.

Still Image Objects
Provide concise and meaningful text descriptions. Add descriptions in a “Description” field in the metadata, and include alternative text.

Sound Objects
Provide transcripts. These can be auto-generated using speech-to-text recognition software and refined by volunteers, crowdsourced, or outsourced to a vendor.

Moving Image Objects
Provide captions. Include descriptions of silent content as well as captions for spoken words. These can be auto-generated using speech-to-text recognition software and refined by volunteers, crowdsourced, or outsourced to a vendor.



FOCUS AREA 7: EVALUATION

Key Definitions:
Community of Practice

A community of practice is a way to learn by working together: “a group of people who share a common concern, set of problems, or passion about a topic and deepen their knowledge and expertise in this area by interacting on an ongoing basis.”

Recollection Wisconsin, Digital Toolkit (2023)

WHO IS YOUR COMMUNITY OF PRACTICE?

Include your stakeholders.
Who is included in your collection development and preservation decisions?
Follow the link in the chat or click on the QR code to respond...

Identifying Audiences

Brainstorm beyond go-to groups like genealogists and teachers.

Who are the community members to reach? Who are the people, places, and resources that surround your organzation? Who isn't part of your community of practice but could be included?

For each user group consider:

Where are users? Do they gather regularly, virtually or in person? What is this group's current relationship with your organization/project?

How does your work benefit this group? Why should they care?

What do you want community members to do with your organization/project? What is the "call to action"?

Recognize challenges/barriers to engagement

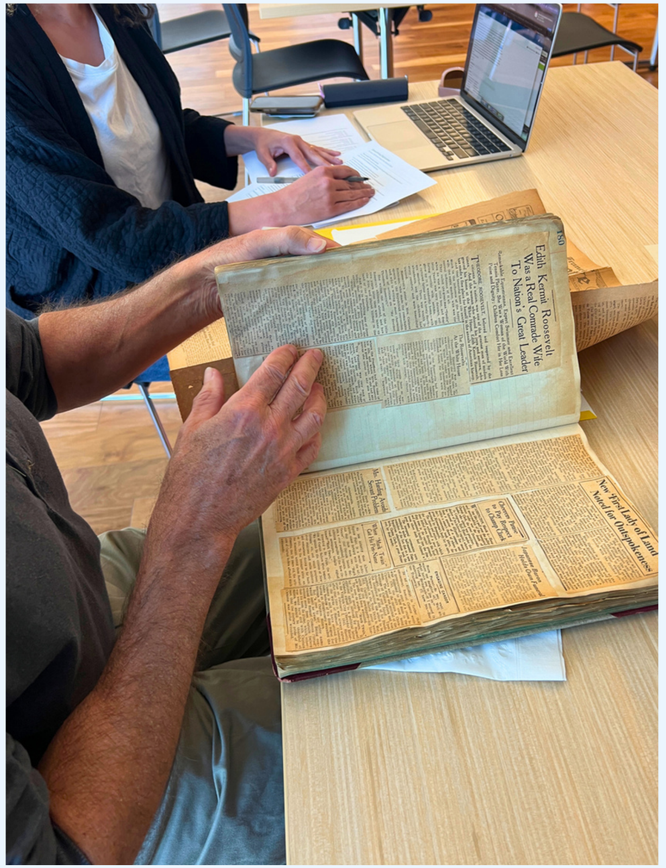
How will you address those? What else do you need to learn to facilitate new, more or better engagement?

Consider that your role in the community may evolve over time. What is your plan for reassessing community needs periodically?

Reaching partners and your community members can be challenging...

How can we encourage interactions with the history we've preserved so far, and fill in the blanks of the histories that we're missing?

Community-driven engagement is the ideal!

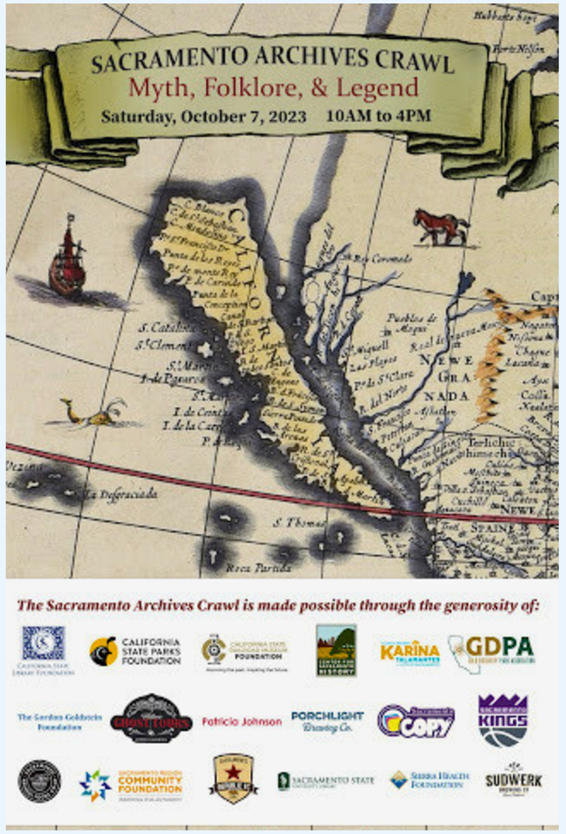


OUTREACH

Images from Demystifying Digitzation: An Introduction to California Revealed Workshop in Hayward, CA

SACRAMENTO ARCHIVES CRAWL

Every October, in celebration of National Archives Month, archives and special collections libraries from throughout the Sacramento region open their doors to the public and showcase their rarely seen holdings during the Sacramento Archives Crawl.



Sacramento Archives Crawl website.

The Day of the Knight (1984), Sacramento Public Library.

ORANGE COUNTY ARCHIVES IN ACTION

Orange County Archives in Action is a group dedicated to bringing together libraries, special collections, museums, cultural heritage institutions and community members to highlight the known and unknown stories of Orange County. By doing so, we aim to increase awareness and improve access to OC's unique history from a variety of perspectives. We are especially committed to bringing the histories of communities underrepresented, misrepresented or absent from narratives about the OC region to the forefront, and support communities telling their own stories on their own terms. We believe in the power of archives to cultivate understanding and respect, foster collaboration, and build community.

Images courtesy of the Orange County Archives in Action website.

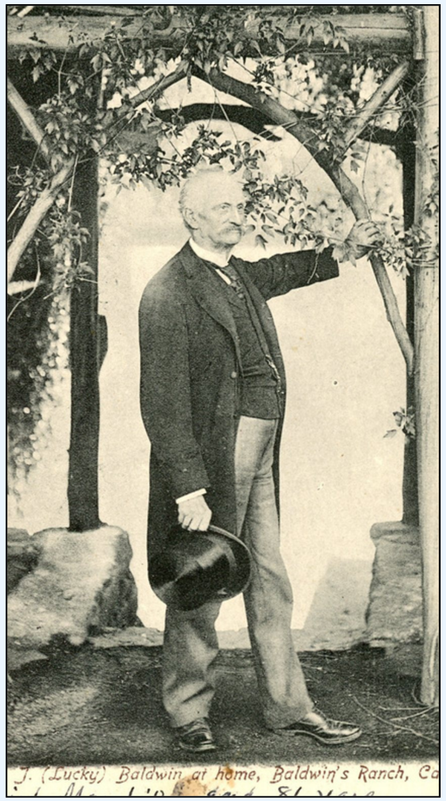
LA AS SUBJECT ARCHIVES BAZAAR

L.A. as Subject is a research alliance dedicated to preserving and improving access to the archival material of Los Angeles history. Much of the city's history is preserved in libraries, museums, and other cultural institutions. Other valuable and unique collections – those that reveal the stories of neighborhoods, families, and influential Angelenos – are scattered across Southern California, curated by smaller institutions and individual enthusiasts. With an online directory of more than 230 separate collections, L.A. as Subject ensures that researchers know what materials are available, where they are located, and how to access them. L.A. as Subject's biggest undertaking is the annual Los Angeles Archives Bazaar, a congregation of members that brings their unique collections together into one place. The event allows scholars, researchers, archivists, librarians, students, and history enthusiasts to browse the broad collections of the alliance's members.

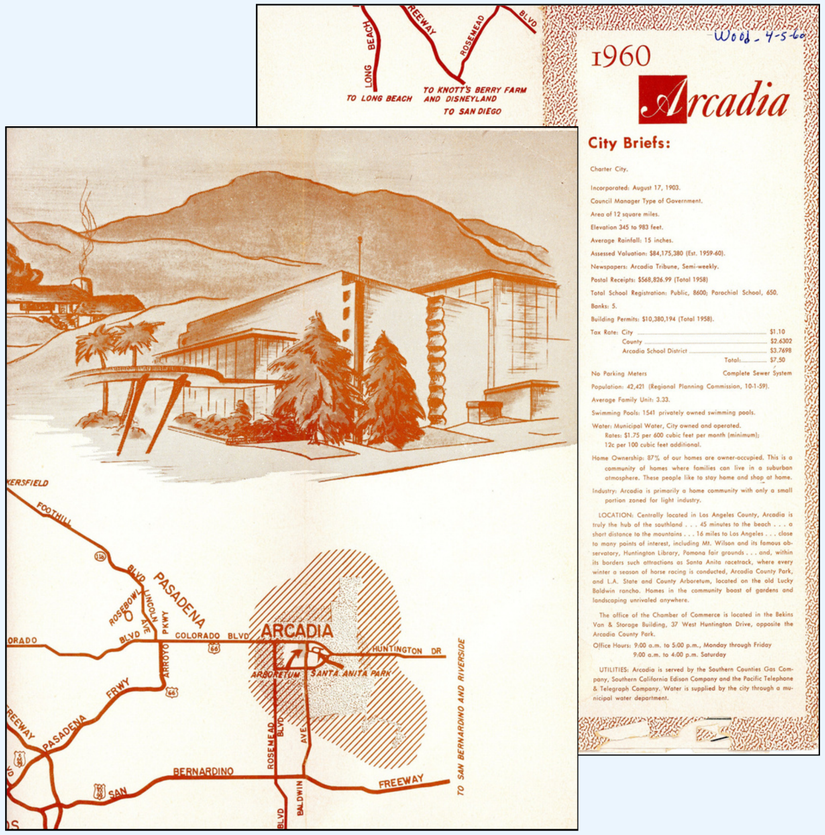
LA as Subject website.

PROGRAMMING

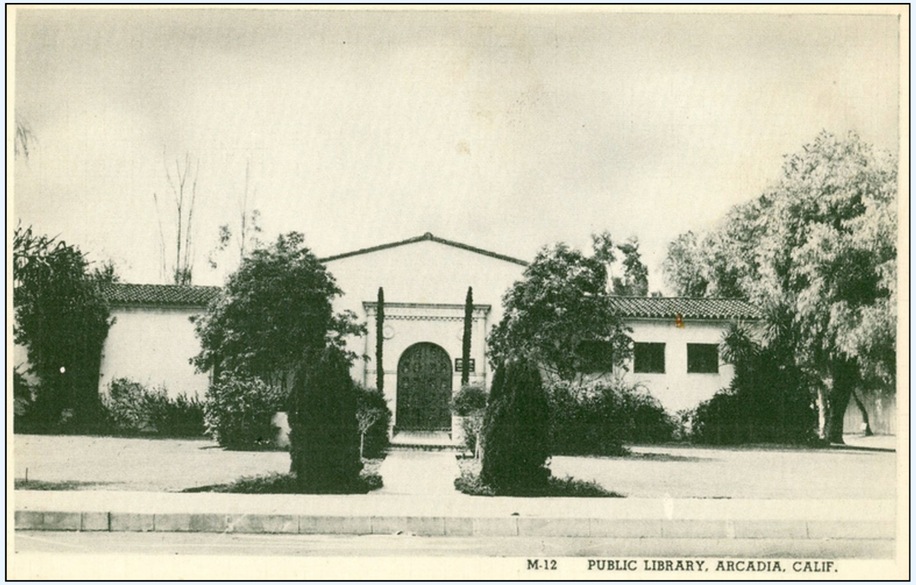
Case Study: Arcadia Public Library and Gilb Museum of Arcadia Heritage



Lucky Baldwin at Home, Baldwin's Ranch (1909)


TO LONG BEACH
TO KNOTT'S BERRY FARM AND DISNEYLAND
TO SAN DIEGO
1960
Arcadia
City Briefs:
Charter City.
Incorporated: August 17, 1903.
Council Manager Type of Government.
Area of 12 square miles.
Elevation 345 to 983 feet.
Average Rainfall: 15 inches.
Assessed Valuation: $84,175,380 (Est. 1959-60).
Newspapers: Arcadia Tribune, Semi-weekly.
Postal Receipts: $568,826.99 (Total 1958)
Total School Registration: Public, 8600; Parochial School, 650.
Banks: 5.
Building Permits: $10,380,194 (Total 1958).
No Parking Meters
Complete Sewer System
Population: 42,421 (Regional Planning Commission, 10-1-59).
Average Family Unit: 3.33.
Swimming Pools: 1541 privately owned swimming pools.
Home Ownership. 87% of our homes are owner-occupied. This is a community of homes where families can live in a suburban atmosphere. These people like to stay home and shop at home.
Industry: Arcadia is primarily a home community with only a small portion zoned for light industry.
The office of the Chamber of Commerce is located in the Bekins Van & Storage Building, 37 West Huntington Drive, opposite the Arcadia County Park.
Office Hours: 9:00 a.m. to 5:00 p.m., Monday through Friday
9:00 a.m. to 4:00 p.m. Saturday
PASADENA
ARCADIA
COLORADO BLVD
HUNTINGTON DR
ARBORETUM
SANTA ANITA PARK
FOOTHILL
FRWY
FREEWAY
BERNARDINO
FREEWAY
TO SAN BERNARDINO AND RIVERSIDE

Arcadia Chamber of Commerce Map (1960)



Arcadia Public Library Postcard (1930)

Racehorses on Grass Track at Santa Anita Park (19XX)

SHARED VALUES
SHARED MOTIVATIONS

Arcadia Public Library card holders can digitize VHS and audiocassette tapes; scan 8mm and Super 8 film; and use a flatbed scanner to capture documents, photos, photo slides, negatives, newspapers, and other ephemera.

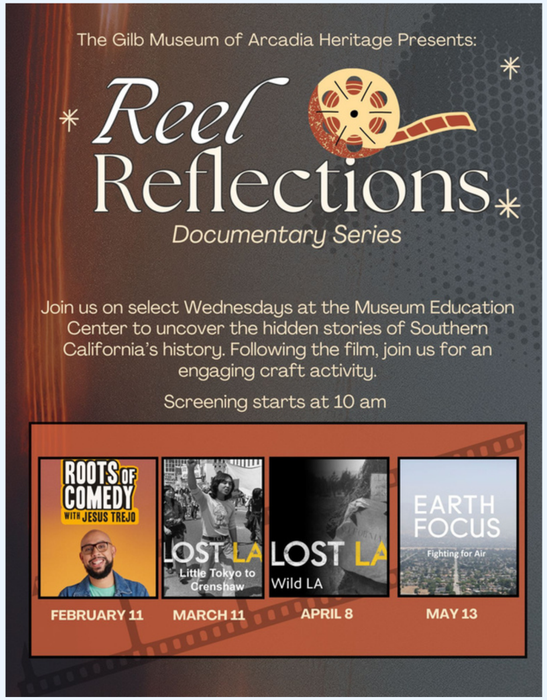
Museum staff lead workshops and demos on how you can preserve your personal and family history. Learn preservation methods used by museum professionals and see examples from the Museum collections.

PROGRAM IDEAS TO GROW A COMMUNITY OF PRACTICE

The Gilb Museum of Arcadia Heritage
Educational Kits
2026
The Gilb Museum is offering FREE kits! Each kits comes with a short history lesson and materials necessary to complete some fun crafts! Applications for kits can be found on the Museum website.
Dinosaurs of Arcadia's Past
January 13 - March 3
Arcadias First Settlers
March 10 - May 5
Lucky Baldwin & the Wild West
May 12 - June 30
More 2026 Kits Coming Soon!
380 West Huntington Drive Arcadia, California 91007
(626) 574-5440 Museum@arcadiaca.gov
www.ArcadiaCA.gov/Museum
MUSEUM OF Arcadia Heritage

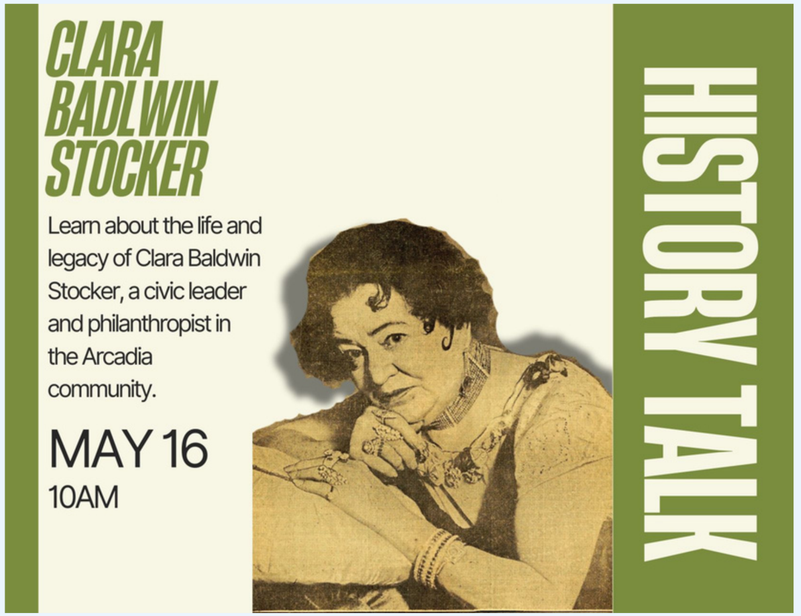
K-5 History Activity Kits

Free educational kits include a short history lesson and materials necessary to complete fun crafts.


The Gilb Museum of Arcadia Heritage Presents:
Reel Reflections
Documentary Series
Join us on select Wednesdays at the Museum Education Center to uncover the hidden stories of Southern California's history. Following the film, join us for an engaging craft activity.
Screening starts at 10 am
ROOTS OF COMEDY WITH JESUS TREJO
LOST LA
Little Tokyo to Crenshaw
LOST LA
Wild LA
EARTH FOCUS
Fighting for Air
FEBRUARY 11
MARCH 11
APRIL 8
MAY 13

Local History Screening Series

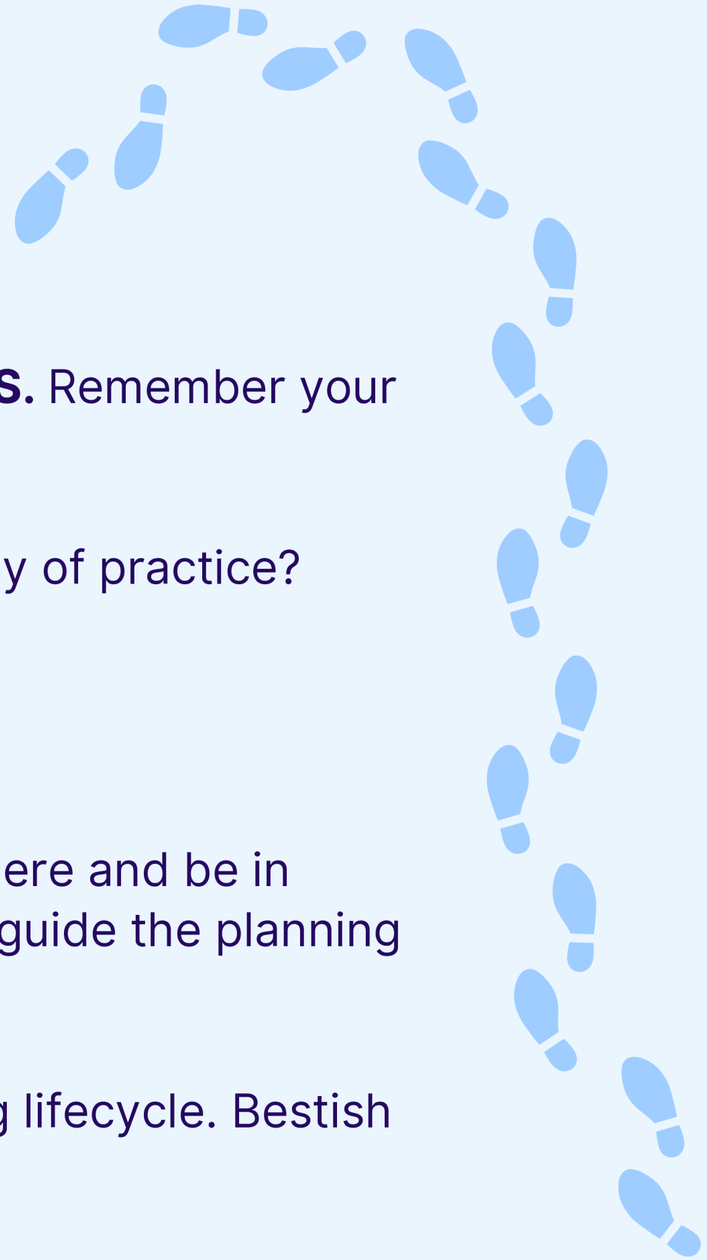
Join us on select Wednesdays at the Museum Education Center to uncover the hidden stories of Southern California's history. Following the film, join us for an engaging craft activity.


CLARA BADLWIN STOCKER
Learn about the life and legacy of Clara Baldwin Stocker, a civic leader and philanthropist in the Arcadia community.
MAY 16
10AM
HISTORY TALK

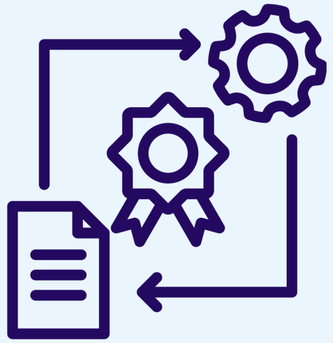
Public Lectures

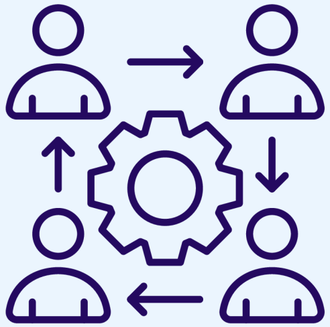
Learn about the life and legacy of Clara Baldwin Stocker, a civic leader and philanthropist in the Arcadia community.

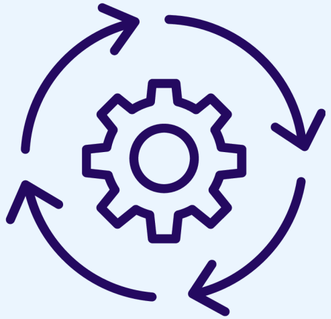
FINAL THOUGHTS & NEXT STEPS



- Relationship between…**POLICY + DECISION-MAKING + WORK/TASKS.** Remember your human resources: your stakeholders/community of practice.
- Keep the process collaborative. Who are your stakeholders/community of practice? What is valued / mandated / prioritized?
- Communities that preserve together, make history together.
- Use the Digital Readiness Toolkit as a wayfinder. You can start anywhere and be in different places in different parts of a project. Use the worksheets to guide the planning process.
- Remember the principle of digital stewardship as an ongoing, evolving lifecycle. Bestish practices = doing your best given available resources. Keep it simple!







HOW IS YOUR DIGITAL PRESERVATION POLICY DEVELOPING?

DIGITAL READINESS SELF-ASSESSMENT?
EXTRA CREDIT: DIGITAL PROJECT PLANNING

DIGITAL STORAGE 3-2-1 PLAN?

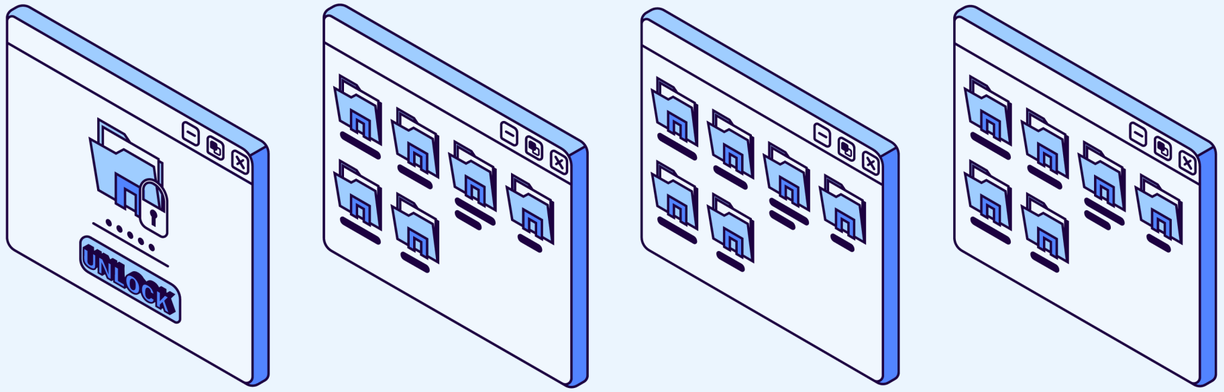
PLAYING WITH DIGITAL PRESERVATION TOOLS?

QUESTIONS? COMMENTS?

Please complete the Evaluation Form

Reminder for California Revealed Partners!
Request your legacy files by May 31, 2026.
californiarevealed.org/digitalpreservationplanning

Join our Digital Preservation Community
groups.google.com/u/2/g/cadigipres

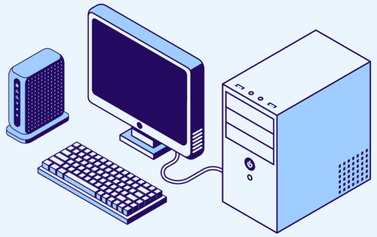


KEEP IN TOUCH!

National City Library (1973)
National City Public Library

team@californiarevealed.org

RESOURCES



Digital Preservation Training Shared Folder: Includes webinar slides and resources.

Recollection Wisconsin - Digital Readiness Toolkit: Equips public history practitioners — particularly those doing public history work in small, rural, or underrepresented communities, with few or no paid staff — with the foundational knowledge needed to support digital readiness in their organizations.

Digital Project Planning Worksheet: This worksheet aligns with the seven focus areas of Recollection Wisconsin's Digital Readiness Levels.

AV Digital Readiness Self-Assessment: the starting point for an organization assessing its digital readiness, with a focus on audiovisual collections.

Digital Preservation Handbook: Brought to you by the Digital Preservation Coalition, this Handbook aims to identify good practice in creating, managing and preserving digital materials and also to provide a range of practical tools to help with that process.

Digital Collections Development Policy Worksheet: Use the prompts to draft a Collections Development Policy for your organization. These prompts are meant to help you think through your organization's collecting goals, scope, and capacity to accept materials.

Sustainable Heritage Network (SHN): Managed by the Center for Digital Scholarship and Curation Resources, SHN is a collaborative project that complements the work of Indigenous peoples globally to preserve, share and manage cultural heritage and knowledge.

CSUN Universal Design Center: Resources to create designs that are simple, useful and accommodate a wide range of individual preferences and abilities. Accessibility is for everyone!